AR Aging Report

Last Modified on 05/21/2025 8:22 pm EDT

The AR Aging Report calculates the accounts receivable aging on the fly using an “as of” date. The report displays, for each customer, total open invoices in each aging bucket, along with unapplied payments and credits.

Report Parameters

The parameters available for this report are:

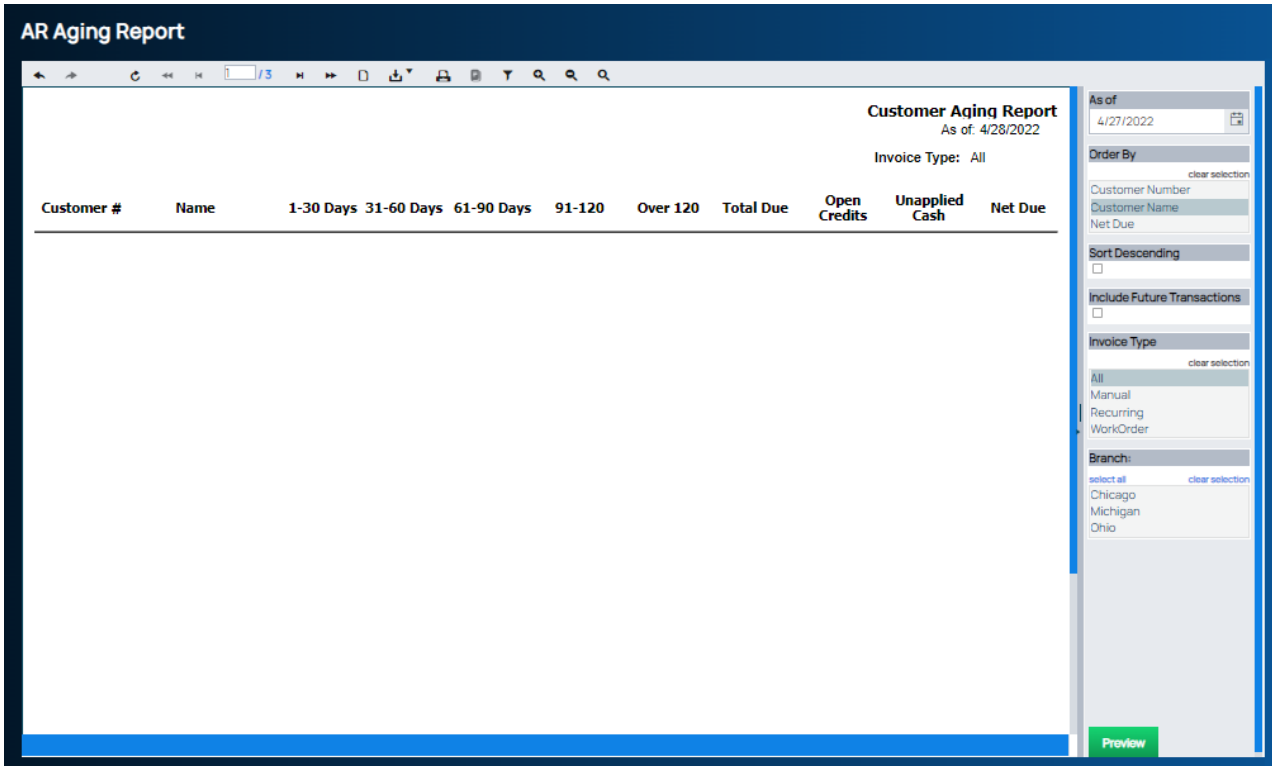
- As of Date
- Order By: Customer Number, Customer Name, Net Due, or Branch Name
- Sort Descending
- Include Future Transactions
- Invoice & Credit Detail: Select this checkbox to see invoice and credit details; clear this checkbox for a summary.
- Invoice Type: Manual, Recurring, or Work Order (select only one)
- Branch

Generate the AR Aging Report

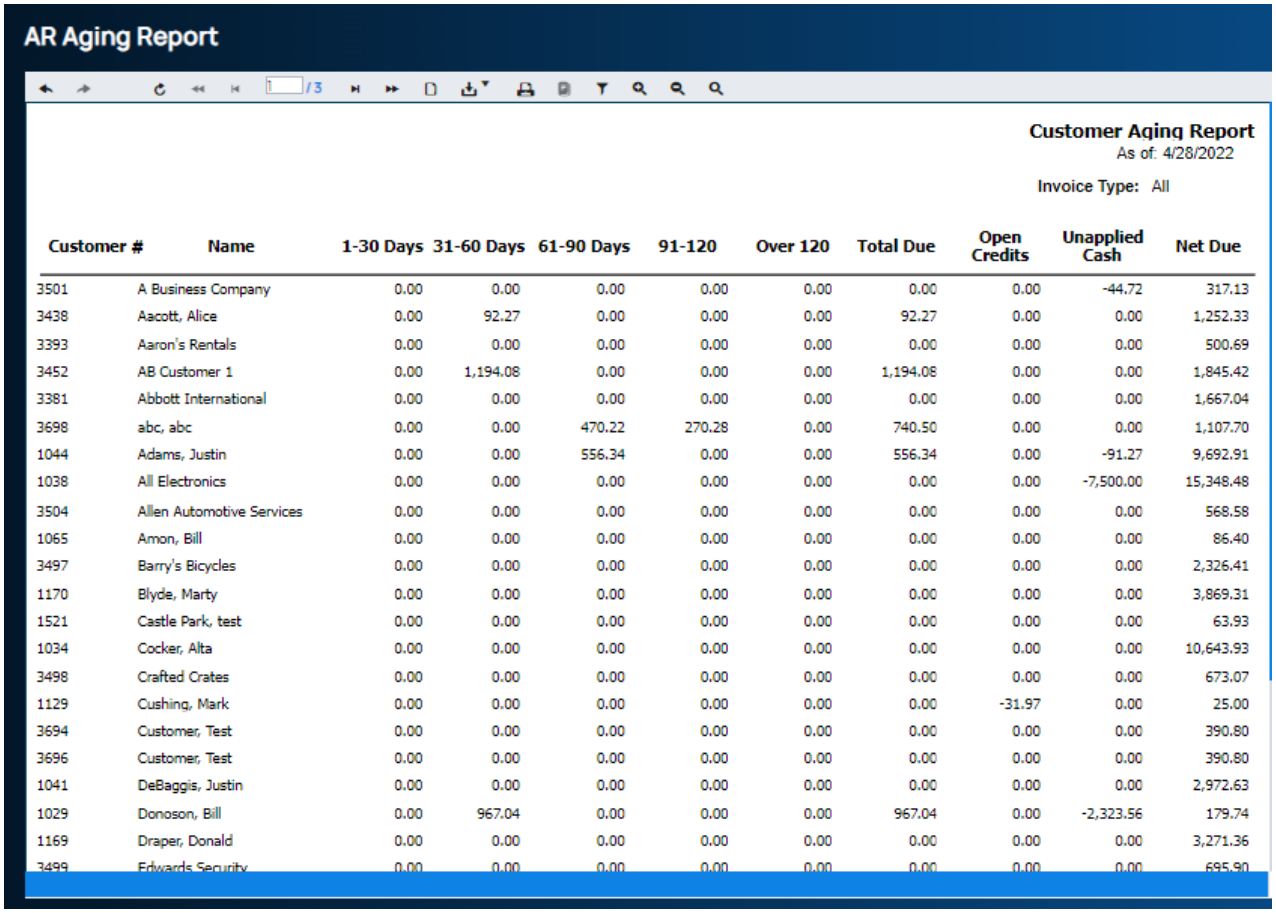
To generate this report, navigate to Reports > Accounts Receivable > AR Aging Report.

The AR Aging Report page opens. In the Parameters area, make the desired selections for the report. When finished, click the Preview button.

TIP! To see all Branches, clear selection under Branch.



The report results are displayed based on the selections in the parameters area. Use the function buttons to print or export the report.



Customer #	Name	1-30 Days	31-60 Days	61-90 Days	91-120	Over 120	Total Due	Open Credits	Unapplied Cash	Net Due
3501	A Business Company	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-44.72	317.13
3438	Aacott, Alice	0.00	92.27	0.00	0.00	0.00	92.27	0.00	0.00	1,252.33
3393	Aaron's Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.69
3452	AB Customer 1	0.00	1,194.08	0.00	0.00	0.00	1,194.08	0.00	0.00	1,845.42
3381	Abbott International	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,667.04
3698	abc, abc	0.00	0.00	470.22	270.28	0.00	740.50	0.00	0.00	1,107.70
1044	Adams, Justin	0.00	0.00	556.34	0.00	0.00	556.34	0.00	-91.27	9,692.91
1038	All Electronics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,500.00	15,348.48
3504	Allen Automotive Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	568.58
1065	Amon, Bill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.40
3497	Barry's Bicycles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,326.41
1170	Blyde, Marty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,869.31
1521	Castle Park, test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.93
1034	Cocker, Alta	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,643.93
3498	Crafted Crates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	673.07
1129	Cushing, Mark	0.00	0.00	0.00	0.00	0.00	0.00	-31.97	0.00	25.00
3694	Customer, Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.80
3696	Customer, Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.80
1041	DeBaggis, Justin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,972.63
1029	Donoson, Bill	0.00	967.04	0.00	0.00	0.00	967.04	0.00	-2,323.56	179.74
1169	Draper, Donald	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,271.36
3499	Edwards Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	695.90